

<b>Title:</b>  <b>DIVISION PRODUCT IDENTIFICATION AND TRACEABILITY</b>	<b>Number:</b>  <b>D65-08-01</b>	<b>Revision No.:</b>  <b>OD</b>	<b>Effective Date:</b> <b>31 JAN 97</b>
	<b>Prepared By:</b> <b>Thomas J. Underwood</b>	<b>Approved By:</b> <b>Thomas S. Dodson</b>	<b>Page:</b> <b>1 OF 2</b>

31 January 1997

STANDARD OPERATING PROCEDURE D65-08-01

From: D65

To: D65 Division

Subj: DIVISION PRODUCT IDENTIFICATION AND TRACEABILITY

Ref: (a) SOP D65-10-01 Division Receiving Inspection  
(b) SOP D65-15-02 Division Storage  
(c) SOP D65-09-01 Division Process Control

1. Purpose. To establish a system and provide instructions, for product identification and traceability, allocating part and serial numbers, and product marking.

2. Scope and Application. This procedure applies to identification and traceability of materials, components, subassemblies, assemblies, and software intended for incorporation into Division products.

3. Policy. All Division personnel will ensure that all materials, components, subassemblies, assemblies, and software to be incorporated into Division products are properly identified and traceable.

4. Procedure. This procedure defines the process for parts and product identification and maintaining of identification and traceability records.

a. Parts and Product Identification - All purchased materials and parts intended for incorporation into the Division's products will be assigned and marked with a part number. Each Branch is responsible for assignment of part numbers. Marking will be done by the receiving Branch. In-house manufactured parts will also be identified with a part number. Part numbers and/or serial numbers identifying materials, components, subassemblies, assemblies, and software will be the same as drawings, specifications, and/or other accompanying documentation. Finished products will be assigned and labeled with a unique serial number or part number. Each Branch is responsible for assigning serial numbers and part numbers. The traveling work order, inspection records, and all other documents and records created during manufacturing, assembly, inspection, and testing of a product will be identified with its serial number. Each product will be labeled with its serial number after it has passed final inspection.

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b. Identification and Traceability Record - Each Branch will maintain records correlating each issued part number to corresponding drawings, specifications, technical data, and other documentation defining the materials, components, subassemblies, assemblies, and software. The record will be maintained while the materials, components, subassemblies, assemblies, and software are in use, and will be preserved/archived for an additional five years after discontinuation of their use. Each Branch will maintain configuration records for each product. The records will contain parts list with serial numbers and/or part numbers and nomenclatures of all products used in their manufacture. Storage location and retention period for the identification and traceability records are specified in Procedure SOP D65-16-01, Division Quality Records.

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